

Sample chronological résumé

Elizabeth Smith

Current Address

1016 Campus Drive, Room 312
College Town, LS 41112
(453) 555-5555
Smith@LS.edu

Permanent Address

1510 Park Street
Hamlet, LS 41112
(454) 555-5555
Smith@somewhere.com

Horizontal lines help
define different sections

Qualifications Summary

Proven communications skills and experience creating promotions for wide audiences.

Education

University of Large State

Bachelor of Arts, English, expected 2010
Minor: Business
G.P.A.: 3.5/4.0, English Honors Society

Students often list
education before
experience

Related Courses

Public Relations	The Language of Advertising
Marketing	Writing for Mass Media
Consumer Behavior	Writing for Business

Coursework relating to
the position applied for

Experience

Program Coordinator

Campus Activities Council, Large State University

- Initiated and organized the Campus Run for Charity
- Promoted event with fliers, e-mail, newspaper ads, and campus radio station announcements
- 1,000 students participated

Show results

08-present

Most recent job first

Campus Tour Guide

Office of Recruiting, Large State University

- Led weekly tours for prospective students and parents
- Answered questions and addressed concerns
- Wrote information sheet explaining campus-housing policy
- Selected to train new guides

Give approximate
dates of employment

06-07

summers, 05 and 06

Bullets
emphasize
accomplishments

Administrative Assistant

ABC Business, Harristown, Large State

- Drafted correspondence
- Prepared and edited reports
- Complimented for accuracy and attention to detail

Separate section
for special skills

Foreign Language Skills

Fluent in Spanish

References available on request Statement sometimes omitted